

23 March 1973

MEMORANDUM FOR: Chief, O/DD/I Administrative Staff

SUBJECT : Electronic Calculators

1. In searching for ways to increase production and at the same time retain or improve efficiency in the several small COMIREX components, it has come to my attention that personnel have not had the best equipment to do their jobs. Not only have they been working with outmoded slow mechanical calculators but they have had to leave their own work area and often wait to have access to even this equipment. With the ever increasing workload and the demand for quick response, I consider it extremely important that these analysts have up-to-date equipment readily available for immediate use when required. Ideally, the ICRS Staff in Room 2G22, Headquarters Building, should have three electronic printing calculators; EXSUBCOM Staff in [] should have one; and the COMIREX Headquarters Staff in Room 4E50, Headquarters, should have one more.

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2. I am open to suggestions on make and model calculator but SHARP Model CS-625 has been identified by ICRS as having the features they use most often. I understand it may be possible to arrange for the loan of a machine for a trial period and it may be worthwhile to do that. [] speaks very highly of his Marchand and that may well be a better choice although it is a little more expensive. I would appreciate [] working with [] to make recommendations on which calculator we should have.

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3. It is requested procurement action be initiated to acquire up to a total of five printing calculators for use in the COMIREX staffs. If sufficient FY 1973 funds cannot be made available to purchase all five, please purchase as many as possible now and the others as soon as funds are available.

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Chairman, COMIREX